

## **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

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### **MINUTES OF MEETING**

**March 3, 2005**

*(Approved April 7, 2005)*

Members Present: Edward Murdough, Brad Simpkins, Ronald O'Keefe, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hogle, Peter Russell, George Sykes, J. William Degnan, Richard Mason, Dan Mullen.

Members Absent: Karen Schlitzer, Earl Sweeney, Scott Weden, Joseph Butts.

Others Present: *Division of Fire Standards & Training*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Susan Beaudoin, Recording Secretary.

#### **I. CALL TO ORDER**

**Item 1. Call to Order.** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:02 a.m. on Thursday, March 3, 2005 at the Richard M. Flynn Fire Academy, Classroom 5, 222 Sheep Davis Road, Concord, NH. Chief McPherson led the Pledge of Allegiance.

**Item 2. Moment of Silence.** Chair Duquette asked that everyone remain standing for a moment of silence for:

- (a) Deputy Chief Tom McPherson, Windham Fire, whose wife passed away yesterday.
- (b) Firefighter Mark Tapply, Nashua Fire Rescue, whose wife recently passed away.
- (c) Captain Scott Tice, Hudson Fire and a Fire Academy Instructor, who was involved in a motor vehicle accident recently in which a 16-year old passed away. Captain Tice rendered aid until rescuers arrived.

**Item 3. Introductions.** Chair Duquette introduced Dan Mullen from the Department of Justice who was representing Commissioner Schlitzer while she is out on maternity leave. He also introduced Commissioners Sykes and Simpkins, who are officially members of the Commission now.

## II. APPROVAL OF MINUTES

**Item 1. February 3, 2005. Motion** was made by Commissioner Burbank, seconded by Commissioner O’Keefe, to approve the Minutes of the February 3, 2005 Commission meeting with the following changes:

- (a) Page 3, Item 2, (b), change the word “cellar” to “seller.”
- (b) Page 3, Item 2, (d), add the word “fire” before the words “safe cigarettes.”

Motion passed unanimously.

## III. CHAIR’S REMARKS

**Item 1. Update of Commission Committee Members.** Chair Duquette stated that he needs to appoint Commission members to replace former Commissioner Corey Landry on five current committees. The following Commission members volunteered to become members of those five committees:

- Commissioner Carrier - Academy Awards
- Commissioner Sykes - Curriculum Review
- Commissioner Burbank - Emergency Preparedness & Security
- Commissioner O’Keefe - Nominating Committee
- Commissioner Sykes - Visiting Committee Liaison—  
NFPA 1030 Series

Chair Duquette appointed them effective today.

## IV. COMMITTEE REPORTS

**Item 1. Emergency Medical Services.** Chair Duquette announced that he has been in a holdover position as a member of the EMS Trauma Coordinating Board, as former Governor Benson did not make any board appointments. Governor Lynch has now reappointed all the members of that Board, including Chair Duquette.

Chief Prentiss reported on the following items for EMS:

- (a) Patient Care Protocols—The new 2005 New Hampshire local options patient care protocols were on line as of March 1, 2005.

- They are supplying educational tools for the new protocols. The staff is working with the local hospitals on that.
- (b) National Scope of Practice Model—They have submitted New Hampshire's position on Draft #1, which was due on January 30. They participated in that comment period and submitted their opinion on January 28 that, although they support a scope of practice for the EMS community, we cannot support eliminating the Emergency Medical Technician-Intermediate level.
  - (c) Computer Adapted Testing—In 2007 for EMT, EMT-I, and paramedic, their tests will not be a written test, but a computer adapted test. You will be able to sit for your test 24 hours after completing a course, and get your results 24 hours later. There may be more travel involved, which they will know once they finalize the test locations.
  - (d) Inter-Facility Transport Summit—The Bureau is hosting an Inter-Facility Transport Summit in the north country on March 11. It is now full; they have representatives from hospitals and EMS agencies statewide.

**Item 2. Fire Marshal's Office.** Director Degnan reported on the following items:

- (a) Power Outages—The recent snowstorms in the past month have caused several power outages. One of those outages caused a carbon monoxide poisoning fatality in the town of Effingham. A person had a generator operating in the barn attached to the house. The man's wife complained about the odor in the house; the man went out to the barn, and that's where his wife found him.
- (b) Peterborough—There was a major fire in Peterborough at an old monastery. Ironically, a sprinkler company already had an appointment to come in to start the design for a system. The fire is still under investigation.
- (c) Legislation—
  - (i) HB 677—Hazardous materials funding mechanism for haz-mat teams for training, etc; went to subcommittee. They had their first meeting with the subcommittee, and there were a lot of questions. They have agreed to have a round-table discussion and come back to the subcommittee. It has a lot of potential, and they think they can work out the differences.
  - (ii) HB 605—Modular program; inspector position was cut two years ago. They have not had an audit done in those two years for any of the manufacturers, which is required. Came out of the Executive Departments and Administration (ED&A) Committee as Inexpedient to Legislate.

- (iii) HB 674—Fire protection engineer position funding. Came out of ED&A Committee with a 16-4 vote; Inexpedient to Legislate.
- (iv) State Firemen's Association Fund—Commissioner Burbank stated that the State Firemen's Association funding started 107 years ago. There was a bill put in this year to increase the New Hampshire State Firemen's Association state contribution; however, two senators got the bill tabled.
- (e) Truss Decals—Commissioner Russell stated that we had talked a couple of years ago about using decals on the outside of buildings to identify what the building has for roof and floor trusses. He asked if anything has been done on that. Director Degnan answered that nothing has been done by his office. He noted that the Building Code Review Board may be a good place to initiate that. The fire service has two seats on that Board.

**Item 3. Forest Protection Bureau.** Commissioner Simpkins reported on the following items:

- (a) Northeastern Forest Fire Compact—On March 31, the Northeastern Forest Fire Compact will be sending a team to New Hampshire to perform an assessment. This assessment will focus on determining New Hampshire's needs from the Compact and how the Compact can support those needs. There will also be questions on the benefits of Compact membership, the current operation of the Compact, and implementation and coordination of the Compact. The Governor, the Speaker of the House, and the President of the Senate have all been invited to attend this assessment so they can see what they are getting for the \$3,500 per year Compact membership fee.
- (b) Fire Towers—Fire towers are funded through June 30 at this time. However, with the recent 10% reduction in the two-year budget, funding for the towers will be questionable.
- (c) Snow Cover Definition—The definition for snow cover will be "continuous frozen precipitation within 100 feet in all directions of the area burning."
- (d) Fire Categories—They are thinking of changing from brush fire permit, cooking fire permit, and campfire permit to categories 1, 2, 3, and 4 fires. Under current Administrative Rules, you can have a cooking fire during the day, but technically a campfire has to wait until after 5:00 p.m. You could have a large cooking fire, which would be legal under the Rules; but a little campfire during the day is illegal. So the categories would be based on the size of the fire.

**Item 4. Curriculum Review.** Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

**CURRICULUM STATUS REPORT**  
**March 3, 2005**

- (a) **Driver/Operator:**
  - (1) Pumps:  
No classes scheduled at this time.
- (b) **Hazardous Materials:**
  - (1) Operations:  
This program is well underway at this point with no problems reported.
  - (2) Technician:  
The trailer is proving to be a valuable asset and will be an on-going work in progress; a new larger trailer has been ordered in order to contain the ever-growing demand of Hazardous Materials and Weapons of Mass Destruction.
- (c) **Aircraft Rescue & Fire Fighting:**

A number of Part 139 FAA classes have been approved for this Spring and Summer. A 40-hour class is scheduled for April, hopefully we can fill it.
- (d) **NFPA 1030 Series:**
  - (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:  
At this point classes will be scheduled periodically as they consistently fill up. Inspector II Visiting Committee has started the process.

Chief Rosolen reported that the Fire Inspector I program just finished, and it is a very good program.

Chief Rosolen also stated that we are now working on the Fire Inspector II program. We are looking at a five-day program. Three days would be the IFSTA or the Maryland curriculum, with two days of citation classes. Director Degnan noted that the citation class is being updated. Completing the two days of citation classes will give the students the education they need in order to apply to Commissioner Flynn for their citation certification.

- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:  
Is in progress and looking at two separate programs, a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes. Waiting for information from the committee at this point. Rick Wood has resigned as Chair and Chris Wyman has replaced him. Dean Chandler has been assigned to this committee. A meeting has been scheduled soon; they are working on the date at this time.
- (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:

Will probably follow the 1033 standard.

(e) Rescue Series:

- (1) Structural Collapse:  
No pilots scheduled as yet.
- (2) Confined Space:  
There was a class in Portsmouth in October.
- (3) Technical Rope Rescue:  
A visiting committee has begun. Captain Andy Anderson is assigned to the committee. A curriculum search is in progress at the moment. The committee feels that after six years ITRS needs to be reviewed and perhaps altered. I will offer some more information about ITRS at this meeting.

Chief Rosolen reported that the ITRS Visiting Committee would like to decrease the ICS class from eight to four hours, and add those four hours to Ropes & Rigging. The Visiting Committee hopefully will be ready to come before the Commission's Curriculum Review Committee in May. We have some requests for ITRS programs this spring, and Burlington, Vermont is talking about having one also.

**Motion** was made by Commissioner Russell, seconded by Commissioner Carrier, to change the Introduction to Technical Rescue Skills (ITRS) program by decreasing the Incident Command System (ICS) class by four hours and increasing the Ropes & Rigging class for four hours.

Commissioner Murdough asked how we can teach ICS in four hours instead of eight. Chief Rosolen replied that what we are teaching in the eight hours is redundant. Students have already had the 16 hours of ICS in Firefighter II, so they come into ITRS with ICS education.

Motion passed unanimously.

(f) NFPA 1001 Firefighter I and Firefighter II:

Train-the-Trainers have been successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis.

(g) NFPA 1021 Fire Officer:

This program was very successful in October 2004. The course went well and was very successful in Burlington Vermont as well. We will be doing a TtT for Vermont soon.

(h) NFPA 1041 Instructor:

A Train-the-Trainer and a bridge course for instructors of 1041 was scheduled for September 2004. Approximately 18 instructors were in attendance with six being first time additions. A bridge course for all instructors was scheduled for November 2004 and was successful, and a full 60-hour class was scheduled for November/December 2004 with excellent reviews.

Commissioner Carrier stated that we have had a request for an Instructor I program. He said that we think we should call the Visiting Committee back together to pull Instructor I out of the Instructor I-II-III program. He noted that Instructor I would break out to 32 hours.

(i) **NFPA 1051 Wildland Firefighter:**

Ready to go.

(j) **Other:**

- (1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established.
  - (i) NFPA 1002 Aerial Apparatus, a visiting committee is being formed at this time.
  - (ii) NFPA 472 Hazardous Materials Decontamination is currently being revised by Dave Jones and Captain Anderson adding Weapons of Mass Destruction to make it current.
- (2) Dennis Rosolen and Dean Chandler attended the annual Pro-Board meeting in West Palm Beach Florida December 3-5, 2004. New Hampshire is rated fifth out of 39 accredited agencies for contributions and certifications to the Pro-Board. We received many kudos that weekend. Dennis has been asked to give a presentation on how we do the Fire Officer III & IV with the CFOD next year as portfolio and project-type evaluations dealing with education and experience are becoming a prevalent means of evaluation.
- (4) **Communication/Dispatching Program**—Director Mason reported that we have had a private company looking for a communication and dispatching program. He said we may consider getting a Visiting Committee for that next year in order to have a certification program.
- (5) **Commercial Drivers' License (CDL)**—Commissioner Burbank stated that he has developed a CDL program that is being kicked off in Bartlett on March 14. It is an eight-hour program, and is an adjunct to the Driver/Operator program here. He said he worked with the Division of Motor Vehicles and with the Fire Academy. Director Beecher (DMV) is having their inspectors involved with the program.

**Item 5. Retreat.** Commissioner Murdough reported that we have three topics from the Retreat list that have not been assigned yet. Those are:  
#2—NH Fire Academy versus Local Fire Department Training  
#4—Recruitment of Firefighters  
#8—Recertifications and Physical Ability

Commissioner Murdough said that we need someone to research each of these areas, and we will select a month for that report. As Commissioner

Butts is not available today to report on Facilities, that topic is moved to April 7.

Commissioner Burbank said he would work on #8 if someone will assist him. Commissioner Pratt volunteered to assist. They will report at the May 5 meeting. Director Mason reminded them that we have a license that states that CPAT can only be used for firefighter employment candidates. It can't be used for re-certification or we would lose our license.

Items #2 and #4 will not be discussed until Fall 2005.

## **V. REPORT OF THE DIRECTOR**

**Item 1. Director's Report #89.** The Director's Report was as follows:  
Director's Report #89  
March 3, 2005

Spring, Winter, Spring, Winter, etc.... I don't remember a year that has had such a diverse weather pattern; no wonder there are so many illnesses this year! Anyway, Spring (officially) is just around the corner!

### **1) ASSISTANCE TO FIREFIGHTER GRANT PROGRAM**

Two items to report on:

- a) We have received 65 awards in the current year's program for a total of \$4,997,085, which is an average award of \$76,878 (see handout).
- b) Bob Waters of the Department of Homeland Security, Office of Domestic Preparedness, and a great friend of the New Hampshire Fire Service, conducted several grant workshops for the next grant cycle. Workshops were in Lancaster, Newbury, Peterborough, Concord, Moultonborough, Lebanon, and Epping. There were about 100 total attendees.

### **2) HOMECOMING FLAG DETAIL**

About 850 troops are home from their deployment and another 50-60 are expected tomorrow night in Plymouth. We have coordinated the American Flag, hung between two aerials, for each homecoming. Departments working with us on this detail include Peterborough, Keene, Manchester, Plymouth, and Concord. The 20' x 40' flag used is on loan from Manchester Fire Department. A picture of the first ceremony in Manchester is in your packet.

### **3) FIRE OFFICER I & II**

Twenty-two new Fire Officer II Certified Fire Personnel recently graduated! It was February 16, 2005 that the grant-sponsored Fire Officer program graduated in Burlington, VT. From the rank of firefighter to fire chief attended the program. Vermont Governor Jim Douglas was the commencement speaker!



Director Mason said that we are now going to do a train-the-trainer for Vermont for Fire Officer I and II.

4) **NHAFC ANNUAL MEETING**

April 14, 2005 the New Hampshire Association of Fire Chiefs will hold their Annual Meeting at the Fire Academy. At this meeting they will have their officer elections and, for the first time in over eight years, I am not seeking to maintain a seat on the Board of Directors.

Director Mason announced that Commission members may attend.

5) **COMMISSION ON CHIEF FIRE OFFICER DESIGNATION**

The Commission on CFOD will meet in Orlando on March 30 – 31. As a member of the nine member Commission, I will be out of the State March 29 – April 1. As you know this designation is the basis for our Fire Officer IV Program.

6) **STAFF**

- With the resignation of John Clark, we have promoted Vicki Blanchard to Advanced Life Support Coordinator.
- With Vicki's promotion, we have hired Gorham EMS Director Eric Perry to fill the Training Coordinator position.
- With the resignation of Lorena Case, we have hired Michele Ouellette (DMV) to be our receptionist.
- After almost a year, we have hired Lucie Roy as our Secretary for the North Country EMS office, presently in Berlin.

7) **RECRUIT SCHOOL**

Our annual Recruit School will commence on April 4, 2005.

- Firefighter I through May 13, 2005 (31 applications)
- Firefighter II through June 3, 2005 (57 applications-two concurrent courses)
- C2F2 through June 17, 2005 (40 applications)

Graduation should be June 17, 2005 at the Fire Academy; we will keep you informed.

8) **ADJUTANT GENERAL**

We are working with the new Adjutant General, Brigadier General Ken Clark, to expand our opportunities to run the Candidate Physical Ability Test to four times annually. We are hopeful to utilize the new Army Aviation Hanger about a mile from the Fire Academy.

Director Mason reported that there is plenty of room there, and the room is heated. There are also rooms that may be used for orientations.

9) **ENTRANCE TEST**

The annual entrance test packets are being copied, and we will be open for applications through April 8, 2005 at 4:00 p.m.

CPAT Orientation	-	June 22 – 23, 2005 (Manchester Armory)
Written Test	-	August 31 – September 1, 2005 (Fire Academy)
CPAT	-	September 6 – 14, 2005 (Manchester Armory)

The 11-page application packet is available at:

<http://www.state.nh.us/safety/fst/documents/applicationpacket2005.pdf>

Other items discussed were:

- 10) Catered Meals—Director Mason explained that, by contract, the caterer needs to have someone stay to serve meals here. They have been leaving the food without having a server present if we aren't ready when they have the meals set up. We are now going to tell them when we want the meals served, and we will have to stop to eat on time.
- 11) Commission Reports—Director Mason reminded everyone who has a report to give at Commission meetings to send that report by email or on a disc to Heather Newland before the Commission meetings.
- 12) Certification Report—Director Mason noted that the certification report shows that we have issued 155 certifications for ICS so far this fiscal year. He stated that ICS is coming back to the forefront again. We have issued a total of 1,261 certifications so far this year.
- 13) Legislation—
  - (a) HB 257, relative to emergency medical and trauma service protocols and quality assurance program. Health, Human Services & Elderly Affairs Committee vote was 17-0, Ought to Pass with Amendment, with the understanding that the bill would be referred to the Executive Departments & Administration Committee regarding the exempting of protocols from the Administrative Rule process.
  - (b) HB 303-FN, relative to the fire standards & training and emergency medical services commission. Criminal Justice & Public Safety Committee vote was 14-0, Ought to Pass with Amendment; amendment is to correct the title of the Commission.
- 14) NHAFC Seminar—The NH Association of Fire Chiefs has been advertising a seminar for months and they only have seven people signed up at this time.
- 15) Chris Mason—Director Mason announced that his son, Chris, will be here for lunch with the Commission members today. He is home safe and sound from Iraq.

## **VI. OLD BUSINESS**

**Item 1. Retreat Items: Facilities.** Commissioner Butts was absent. This item will be discussed at the April 7, 2005 Commission meeting.

## **VII. NEW BUSINESS**

**Item 1. Request for Time Extension—Nashua.** Director Mason distributed copies of a letter from Chief Roger Hatfield, Nashua Fire Rescue, requesting an extension of time for the C2F2 certification for Private Sharon Hill-Filteau. She had been hired in January, 2004. The only explanation given for Private Hill-Filteau not meeting the certification requirement was that it was an oversight. As that is not one of the acceptable reasons for a time extension, Director Mason stated that he can get more information if that is what the Commission desires.

***Motion*** was made by Commissioner Degnan, seconded by Commissioner Russell, to table the request for an extension of time for the C2F2 certification for Private Sharon Hill-Filteau, Nashua Fire Rescue, until the April 7, 2005 Commission meeting.

Commissioner Murdough asked if we could publish what is needed in a time extension request letter so we will not have to table these items. Director Mason answered that we already do that. In answer to a question from Commissioner Burbank, he also noted that the request must come from the hiring authority, not the firefighter.

Motion passed unanimously.

**Item 2. Academy Award Presentation—George W. Roussos.** Chair Duquette explained that a letter had been received from George Roussos stating that he would not be able to attend the Commission meeting today. It was decided that Chair Duquette and Director Mason will make the presentation to Mr. Roussos at his convenience. Commissioner Russell asked if photographs could be taken of the presentation for publicity. Director Mason said he would have that done.

## **VIII. GOOD OF THE ORDER**

**Item 1. Fire Safe Cigarettes.** Director Degnan reported that the NH Association of Fire Chiefs put together a great bill. The Committee voted 13-0 that the bill Ought to Pass. Chief Perry Plummer of Dover has done a great job leading this.

Item 2. Thank You. Director Mason thanked everybody for their support of him for another term as Director. He said he was nominated at last week's Governor & Council meeting, and he is looking forward to confirmation at next week's meeting.

## **IX. ADJOURNMENT**

**Motion** was made by Commissioner Burbank, seconded by Commissioner Pratt, to adjourn at 11:35 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 03/03/05
2. Minutes of Meeting – 01/06/05 – DRAFT--Not Approved
3. Current Committees
4. Curriculum Status Report 03/03/05
5. Pictures—National Guard Members Returning from Iraq 02/02/05
6. Assistance to Firefighters Grant Program Update 03/01/05
7. Minutes of Meeting – 01/06/05 – Approved 02/03/05
8. Director's Report #89—March 3, 2005
9. HB 257 and HB 303-FN
10. Number of Personnel Certified in NH 07/01/04 to 03/02/05
11. Updated List of Commission Members
12. Letter of Request for C2F2 Time Extension—Nashua Fire